

**Structure of the
Wisconsin Works (W-2) Contracts and Implementation (C&I) Committee
D R A F T
7/8/03**

This paper summarizes the presentation by Bettie A. Rodgers, Division of Workforce Solutions (DWS) Administrator, at the May 16, 2003 Wisconsin Works (W-2) Contracts and Implementation (C&I) Committee meeting regarding the structure of the C&I Committee.

Purpose of the W-2 C&I Committee:

- The purpose of the W-2 C&I Committee is advisory to the Department on matters related to the W-2 Contract.
- This advisory role includes issues related to the W-2 program and contracts, including W-2 program policies and W-2 fiscal policies.
- The purpose of the C&I Committee also includes the opportunity for W-2 agencies to comment, in an advisory capacity, on the fiscal impact to the W-2 agencies for any Department policy modifications that are not required by law, rules, regulations or court orders.
- The C&I Committee's advisory process can be accomplished through C&I Committee and Subcommittee meetings, or other methods of communications such as conference calls with the Department.
- The Department will consider the advisory recommendations of the C&I Committee, and weigh the C&I Committee's recommendations along with other perspectives and considerations to reach the Department's decisions.

Frequency of C&I Committee Meetings:

- Meetings will be scheduled every other month effective with the May 2003 meeting.
- There will be meetings in July, September, and November in 2003.
- This new scheduling will allow the Department to more fully consider any issues in preparation for the C&I Committee meetings.
- The new scheduling also will allow the C&I Subcommittees more time to meet and address issues in preparation for the next C&I Committee meeting.
- If there are any time-sensitive issues that cannot wait for the next scheduled C&I Committee meeting, W-2 agencies and guests of this meeting may contact the DWS Administrator or others designated by the Administrator during the time between C&I Committee meetings.
- The C&I Committee meetings will be scheduled from 10:00 a.m. through 2:00 p.m., however there will be at least a thirty-minute break for lunch. The C&I Committee may select to conclude meetings in the morning with no lunch break.

Membership of the C&I Committee:

- The current membership of the C&I Committee will continue through December 2003.
- W-2 agency representatives on the C&I Committee are expected to obtain input from other W-2 agencies of the same type, such as Milwaukee, balance of state private or balance of state county W-2 agencies. The C&I members are expected to represent those agencies at the C&I Committee meetings.
- Membership of the C&I Committee will rotate periodically, for example at the start of the W-2 Contract period, to allow other representatives to participate.

- A goal of the Department is to enhance access for advocates, participants and other stakeholders in the W-2 program to advise the Department on concerns and recommendations.
- Effective January 2004, the membership C&I Committee may be adjusted to include other stakeholders. Or, the Department may establish a separate statewide advisory committee or some other group to include other stakeholders in the W-2 program, such as advocates, participants, and Community Based Organizations.

C&I Subcommittees:

- The current C&I Subcommittees will continue through December 2003.
- The Department will review the Subcommittees and may make adjustments effective January 2004.

C&I Committee Chairperson:

- Teresa Pierce, previously the W-2 agency Co-Chair, stated that effective with the July 2003 meeting, she would no longer Co-Chair the C&I Committee meetings.
- Bettie A. Rodgers, DWS Administrator, is the Chairperson of the C&I Committee meetings.
- The DWS Administrator chairing the C&I Committee meetings is consistent with the purpose of the C&I Committee in providing advice to the Division and the Department.
- The DWS Administrator will share concerns and recommendations from the C&I Committee as necessary with the Department's Secretary's Office.

The Department makes the changes noted above to the C&I Committee structure to enhance the Committee's work on the W-2 program.